

ICS-7966-88
1 December 1988

MEMORANDUM FOR: Intelligence Community Staff

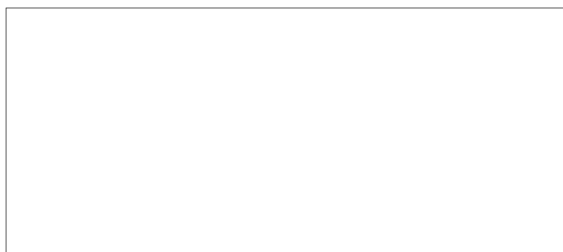
FROM:

C/ICS/AS

SUBJECT: End of the Month Cash Count

1). Agency Finance Regulations require that we count our official cash funds at the end of each month. These counts are to be made on a rotational schedule by two employees outside the Finance Staff.

2). We will continue to use the same procedure as last year. The attached list gives the month your office will be responsible to provide one counter. Admin staff will provide the other. Please contact B&F by the 25th of the month with the name of the counter. Thank you.



Attachment: a/s

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

The rotational schedule for cash count is as follows:

January 89	SS
February 89	R&EO
March 89	HUMINT
April 89	PPO
May 89	LL
June 89	PBO
July 89	IHC
August 89	MASINT
September 89	IR&DC
October 89	COMIREX
November 89	SIGINT
December 89	STAP

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: End of the Month Cash Count

DISTRIBUTION: ICS 7966-88

Original: ICS/AS/B&F

- 1 - ADMIN (Chrono)
- 1 - SS
- 1 - R&EO
- 1 - HUMINT
- 1 - PPO
- 1 - LL
- 1 - PBO
- 1 - IHC
- 1 - MASINT
- 1 - IR&DC
- 1 - COMIREX
- 1 - SIGINT
- 1 - STAP

STAT DCI/ICS/AS/B&F -1 December 1988)

ADMINISTRATIVE - INTERNAL USE ONLY